



# Department of Human Resources & Civil Service

## Summer Job Announcement

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

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**TITLE:**           **Engineering Aide, Seasonal**

**SALARY:**        \$10.00/hr

**LOCATION:**      **Department of Transportation, Highway Engineering Division**  
50 West Main Street, City Place Building, Rochester, New York 14614

**SCHEDULE:**    10 week assignment – 40 hours/week, Monday-Friday 8:00am – 5:00 pm  
May 20 – August 9 (flexible)

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**JOB SUMMARY:** This is a seasonal technical position in the Highway Design Division. Duties include locating, mapping, and inspecting existing storm drainage systems and outfalls. Field data will be collected as needed and will be used to input GIS data for storm water system inventory. Employee works independently in the field, recording data daily on a handheld GIS unit using a County vehicle. Other duties may involve data entry, data manipulation. Monroe County will provide safety vests, hard hats, and training when necessary to the job task.

**QUALIFICATIONS:** Matriculation into and completion of two (2) years (60 semester credit hours) towards an Engineering, Civil, Chemistry, Computer Science, Environmental Management Science, Geography or related Bachelor's degree program; or matriculation into a Master's degree program in one of the above mentioned or related fields.

1. Ability to operate a personal computer using Microsoft & ArcView GIS software
2. Ability to add and modify data, print reports, and operate various office equipment
3. Ability to work well with others and follow oral and written instructions
4. Ability to lift 40 pounds, climb steep embankments, and drag brush & debris
5. Basic understanding of GPS equipment and mapping concepts

**SPECIAL REQUIREMENTS:**

1. Pass a pre-employment drug test
2. Must be at least 18 years of age
3. Must be a Monroe County resident
4. Must possess a valid NYS Driver's License Class D
5. Must have approved steel toe safety shoes

**Send Seasonal Applications to:**       Monroe County Department of Human Resources  
**Summer Employment**  
39 W. Main Street - Room 210  
Rochester, NY 14614-1471

**Posting Deadline:** May 23, 2014

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210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer